

Titel:

Letter of intent

Foreword

0. Dear outside company

Name	
Address	
Contact Person	

In the present letter of intent we've stipulated the security-relevant needs for the use of outside companies on our factory premises.

This letter of intent shall guarantee a standard action for the enforcement of the essential needs concerning employment protection, environmental protection, fire protection and plant security.

It's part of the service contract concluded with you.

You're obligated to adhere to the statutory provisions and the governmental measures through which these are concretized. (Licences, adjustments, etc.)

We suppose that this request is in all out interest and count on a good collaboration.

1. General information

Base of this letter of intent are the regulations for the preventions of industrial accidents of the Accident Prevention & Insurance Association, particularly the DGUV Vorschrift 1, §§ 5 and 6, the legal ordinances, other regulations and guidelines as well as agreements that have been made with the company.

Please inform yourself about the regulations which are important for your work before taking up employment within our factory. This applies particularly to the consideration and observation of the employment, fire and environmental protection. If these statutory provisions are concretized by governmental measures (licences, adjustments, etc.) you're obligated, as far as concerned, to adhere to them.

You're obligated to consider the internal rules of employment, fire and environmental protection (alarm plan, guidelines of disposal of waste). Moreover you have to control and to secure the adherence of the staff deployed by you.

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According to the labour protection law, second article, as well as DGUV Vorschrift 1, §2 (1), you have to take measures, arrangements and appointments concerning the accident control at work, which correspond to the regulations for the prevention of industrial accidents and the generally accepted safety-related and occupational health rules. As far as in other statutory provisions demands are made, particularly regulations for employment protection, these instructions remain unaffected.

It's not allowed to take along, to copy or to gain access to meddlers of files, drawings, documents, recesses etc. without the admission of the company management.

You're obligated to observe secrecy about all company and business secrets during your work as well as after completion.

2. Coordination of work

For avoidance of mutual endangerment the coordinator deployed by us is authorized to you. You have to adhere to the measures arranged by him.

If employees of several outside companies work at one workplace, the companies are obligated to work together as for the execution of the safety and health protection regulations. As far as this is necessary for the safety and the health protection of the employees at work, the outside companies have to train, depending on type and activity, particularly themselves and their employees one another about the risks connected with the works for safety and healthy of the employees. They also have to vote on measures for the prevention of these risks.

The coordinator has to be notified of the recruitment and completion of work. A work is only correctly completed if the workplace is in a secure condition.

Welding and burning operations as well as working with sparking are only to start when the coordinator granted the permit to the outside company and when the fixed safety measures have been carried out (see work instructions).

Fuel gas and oxygen bottles have to be secured according to the effective instructions of employment and fire protection.

All welding operations have to be carried out according to the effective instructions of employment and fire protection.

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The staff members of outside companies are obligated to follow the equal mandatory-signs in the factory and to wear the necessary personal protective equipment.

Those have to be provided of the outside company.

3. Handling of dangerous substances

If the outside company intends to use dangerous substances in terms of the direction on hazardous materials in the factory, they have to be indicated by the coordinator of the employer before using.

The direction on hazardous materials is valid for the handling of dangerous substances. The relative danger warnings and the safety tips have to be observed particularly at the storage, at the decanting, at the converting and at the disposal.

The outside company has to prepare an advice of works in progress and to train the staff members for the applied dangerous substances on the basis of the safety data sheets. The evidence of the instructions has to be presented to the coordinator on demand. The advices of works in progress and the safety data sheets have to be kept ready at the workplace.

After consulting the qualified person for occupational safety and the Company Medical Officer, the coordinator releases, as the case may be, the dangerous substances for application.

The substances used by the outside company mustn't contain halogenated hydrocarbon. Preparations with heavy metals (have to be labelled according to the direction on hazardous materials) mustn't be used.

It's basically forbidden to use asbestos-containing substances.

4. Rubbish

All materials brought on the factory premises from the outside company have to be depolluted by them. This applies also to packages etc.

If the disposal of waste effects contractually about the employer, the outside company has to care for a thoroughly separation of waste according to the specifications of the coordinator.

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5. Protection of water/soil protection

When handling (application/stocking) with water pollutants you have to secure that such substances don't get into the canalisation or into the ground. In accordance with the coordinator, the suitable and sufficient storage equipments and the collecting pans have to be kept ready for this.

6. Behaviour in case of accidents and fire

Accidents and fire have to be reported immediately via emergency telephone code (see below). You have to indicate the place of the accident/fire, the number of the casualties as well as type and gravity of the injuries. As far as possible you have to undertake first aid and to attempt to extinguish a fire considering the safety.

The coordinator has to be informed about all personal injuries. The outside company has to serve promptly and without special request a copy of the notice of accident for the responsible Accident Prevention & Insurance Association to the personnel department.

If the outside company calls governmental inspecting authorities (or inspecting authorities of the Accident Prevention & Insurance Association) at the factory premises, the coordinator of the employer has to be informed about that before.

You have to obey to the instructions of the internal qualified persons as well as to the staff of the section safety, healthy and environment.

7. Liability

Outside companies are liable for all damages caused by them and their assistants according to the legal instructions. You're liable for damages of all types which arise of the no observance of the regulations, also if they have been caused through your delegates and your workers. The outside company will indemnify the employer of any claim for damages of another party.

You have to make all necessary arrangements and safety measures on your costs to avoid personal injuries, damages to property and financial losses. As far as insurance possibilities are given, the outside companies will conclude for themselves and their assistants a sufficient liability insurance for personal injuries, damages to property and financial losses. However, because of the conclusion and the evidence of the liability of the liability insurance, the scope of the legal liability won't be restricted.

Outside companies are obligated to secure and to insure properties of themselves and their workers conveniently. The employer doesn't assume any responsibility and liability for the loss or the damage of appliances, tools and griffs as well as other property values of the outside company or their delegates.

